



OUTPOST RULES and GUIDELINES

The following rules and guidelines will be employed by the Proctors of the Grand Council of E Clampus Vitus (Clamproctors) in governing non-chapter groups/outposts and evaluating applications for chartered chapter status.

The Grand Council does not recognize any entity of E Clampus Vitus except legally chartered chapters or other special purpose groups that it may designate. Splinter groups of any kind forming within the assigned or protected territory of any chapter (or chapters) will be the sole responsibility of the chapter(s); may exist only with the expressed permission of the sponsoring chapter(s); and are subject to annual review by the Clamproctors. A proctor liaison shall be appointed by the Clamproctorate for each case in question and shall be copied with all correspondence between outpost, sponsoring chapter(s), and any other entity within or outside E Clampus Vitus.

“It is strongly emphasized that just because a non-chartered group (Outpost) is allowed to exist, does not mean that it will be there in perpetuity. It also is not uncommon for an Outposts campaign for charter to take 5 – 10 years to achieve.”

A group of Clampers in good standing in their home chapter but residing in an open or non-assigned area of a continental state may be sponsored by a parent chapter that is in good standing with the Clamproctorate. Applications for new outposts within an open or non-assigned area should originate within an area that is contiguous to a recognized chartered chapter(s). An outpost that would become the only chapter in a state must be contiguous to a state with two or more chapters or contiguous to two states with chapter(s) in each state at the time of its chartering. This requirement can only be waived by review and vote of the Clamproctors. A chapter must notify the Clamproctors, through the Sublime Noble Grand Recorder of the intent to officially sponsor any group for potential outpost status at the time that decision is made.

Applications for new “Fledgling” outpost status and the possible advancement to Provisional, Probationary, or Chapter status must be submitted in writing by the Noble Grand Humbug(s) of the sponsoring chapter(s) and to the Sublime Noble Grand Humbug (through the Sublime Noble Grand Recorder) at least 60 days in advance of the annual Grand Council meeting of the Clamproctors.

Applicants for Fledgling outposts within an existing chapter’s territory will have the sponsorship of the chapter(s) whose territory the intended new group will occupy “and” the written approval of all recognized chapters adjoining the new territory. In some cases a large assigned territory may be divided due to the administrative distances involved. Should an adjoining chapter deem the new outpost to be detrimental to their existence, territory or E Clampus Vitus, they are requested to submit their concerns to the to the Sublime Noble Grand Humbug (through the Sublime Noble Grand Recorder) at least 60 days in advance of the annual Grand Council meeting of the Clamproctors. Representatives of the chapter may be requested to attend the Grand Council meeting to present their dispute to the group’s existence.

ALL outpost request/presentation documentation that the applicants plan to provide in the presentation binder for review by the Clamproctors at the annual Grand Council meeting, must also be submitted electronically to the SNGR by e-mail in PDF format at sngr@ecvinc.org no less than 21 days of the presentation being made at the annual Grand Council meeting. This will allow proper and timely review of the request by the Clamproctors prior to the meeting.

The following items must be provided in the following sequence:

- 1) Cover page with the name, brief intro (namesake and identifying number) and logo (if any) of the organization
- 2) Table of contents
- 3) List of officers – Define professional/business experience of each officer, and experience/years of membership in E Clampus Vitus. (include a succession chart or planned future leadership structure for the organization)
- 4) Description and full summary of the organization. Include how and why you formed, who your sponsoring chapter is, why they are your sponsoring chapter, where your monthly meetings take place, and number of active local members participating in meetings and other events
- 5) A map showing the organizations location and proposed/requested territory and any adjacent chapter(s) or existing outpost(s) territory
- 6) Letters from ECV chapters or existing outposts that border the territory/proposed territory expressing acceptance and support for your organization. If currently an outpost, these should be requested annually for submission to show continued support (If applicable: Include letters expressing you are not supported)
- 7) Documentation verifying “Active” State Corporation Status from the Secretary of State the corporation is based in. Also include 501c Federal Exempt Status verification (if applicable – 501c status not required).
- 8) Verification of current corporate liability insurance. (Not required for new requests before fledgling Outpost Status may be granted)

- 9) Current financial statement from the Bank, current and previous year tax filings (if applicable), financial tracking spreadsheet for the 12 months prior to May of the current year.
- 10) Bylaws
- 11) List of members and list of active membership described in item (4) that live in the proposed territory
- 12) Meeting minutes for the 12 months prior to the Grand Council meeting
- 13) Community involvement. Descriptions and explanation of work parties, plaquing's, events, fundraisers, etc... that show a focus on historic preservation and recognition of American, Western, Regional History, Heritage or Culture
- 14) Charitable donations/volunteering within the territory/proposed territory of the group (required on item #5)
- 15) Letters, accolades or other articles of interest you'd like to include
- 16) Closing statements. Discuss the commitment and future plans (plaquing's, historic preservation projects, work parties, etc...) of the organization that contribute to the mission of E Clampus Vitus, the Widder's and orphan's, and the communities of the territory/proposed territory you plan to serve

Applications to the Clamproctors requesting Fledgling, Provisional or Probationary status must be made by the sponsoring chapter(s), *not by the applicant.*

Applications for new "Fledgling" or progressing outpost status or chapter status will undergo close examination by the Clamproctors in the following areas: **Need, Organization, Leadership, and Historical Involvement.**

1. Need: The need for a new outpost/chapter shall be based upon the proximity to existing outposts/chapters; the number of Clampers in the area, and the degree of their deprivation, the potential impact on the Order, and any other consideration that may come under discussion.

2. Organization: Applicants will be required to demonstrate to the Clamproctors the potential for an organization that will have strong local membership, be efficient, self-sustaining, and independent of continuing support from the sponsoring chapter(s). The exact number of "active" members is not fixed at this time, but a minimum of at least 50 to 100 should be a general target.

3. Leadership: Strong leadership and the potential for a continuing chain of leadership must be evident. Leadership qualities of individuals to be judged by the Clamproctors will specifically include experience and motivation.

4. Historical Involvement: Applicants must display a basic interest in western history, some knowledge of regional history in their own area, and must outline the historical activities in which the new outpost/chapter intends to participate.

A sponsoring chapter(s) shall use the following rules, guidelines and suggestions in its administration and guidance of an outpost.

OUTPOST – FLEDGLING: (ALL newly accepted outposts must serve a minimum of 1 year at fledgling status before consideration or application for provisional status can be made. Expect that 2-4 years may be spent at the fledgling status)

- ❖ All communication between an outpost and any other Clamper entity will be after review and permission of the sponsoring chapter.
- ❖ An outpost may be assigned specific tasks by the sponsoring chapter as a condition of its formation and continued existence.
- ❖ The sponsoring chapter will review and approve an outpost's organizational plan, proposed territory to be served, and the proposed outpost name.
- ❖ An outpost may hold functions with the approval, guidance, and presence of the sponsoring chapter. However, "only" the sponsoring chapter is authorized to conduct initiations and issue certificates. All PBC's will be members of the sponsoring chapter.
- ❖ Sponsoring Chapter and Outpost must strictly follow PBC initiation policy requirements. Non compliance places Outpost status in jeopardy.
- ❖ All outpost officers will be full or associate members of the sponsoring chapter. It is recommended that all outpost members become associate members of the sponsoring chapter.
- ❖ A sponsoring chapter shall insist that the outpost comply with all insurance and other legal requirements to insulate the sponsoring chapter from legal action against it.
- ❖ At the discretion of the sponsoring chapter, the outpost may or may not operate financially independent of the sponsoring chapter. If the outpost is operating financially independent of the sponsoring chapter, the sponsoring chapter shall request a financial report quarterly. This report should include an accounting of monies received, expenses, and proposed future expenditures. Bank statements should be presented and verified by a responsible outpost member.
- ❖ An outpost shall, at the discretion of the sponsoring chapter, provide an inventory and value of all property held at the end of each year.
- ❖ An outpost will present to the sponsoring chapter an annual plan outlining the intended historical undertakings for the upcoming year.
- ❖ An outpost checkbook should require two signatures.
- ❖ A recognized Outpost **Must Incorporate as an entity not baring reference to E Clampus Vitus** until it has achieved full chapter status, at which time it may rename itself as a recognized Chapter of ECV.
- ❖ A recognized Outpost Must Purchase and Carry Active General Liability Insurance at all times. Newly recognized Outposts Must Purchase Active General Liability Insurance within 30 days of obtaining Fledgling Outpost Status. The sponsoring chapter(s) and ECV Inc. must be added as riders on the policy.
- ❖ Outpost officers "**Will Not**" have **ECV** titles, **nor** use items containing the **ECV**® logos without the review and approval of the sponsoring chapter and possibly the Clamproctors.

- ❖ If any kind of **ECV** designation is used, you must include your sponsoring chapter's name in **all the places** that the **ECV** designation appears.
- ❖ The organizational plan of an outpost should include some provision of officer rotation to develop depth in leadership. If a charter is eventually granted, these same people may then serve as Humbugs.
- ❖ If requested, an outpost will provide the sponsoring chapter a copy of the minutes of every business meeting. These minutes will include a Gold Dust Report and should be sent to the Humbug, Recorder, and any other designated person.
- ❖ If a member of the outpost creates a problem that reflects poorly on the sponsoring chapter of E Clampus Vitus, the outpost status may be revoked immediately pending review of the problem. **The sponsoring chapter is responsible for all the actions of its outpost.**
- ❖ An outpost must support the sponsoring chapter by helping to insure the success of the sponsoring chapter's functions. This would include attending and helping at sponsoring functions and the bringing of PBC's.
- ❖ It is suggested that an outpost be represented by a member of its board at all meetings of the board of directors of the sponsoring chapter. This representative could make the report on finances and activities if requested.
- ❖ The sponsoring chapter may elect to have at least one representative at all outpost functions and meetings to insure correct guidance and communication.
- ❖ A sponsoring chapter should ensure that all communication with its outpost is conducted in writing as well as orally.
- ❖ It is suggested that communication between chapter and outpost be directed to more than just one individual on both the outpost and sponsoring chapter's boards. While communication between a NGH and his counterpart on the outpost board is indispensable as a method of conducting business, it is important that there be additional liaisons on both boards that hopefully will remain in that position through chapter status. Thus, the sponsoring liaison, probably an XNGH, would then be in communication with someone in addition to the outpost chairman ensuring that communication does not pass through only one individual on each side.
- ❖ A sponsoring chapter is encouraged to contact other chapters that have previously sponsored outposts as a resource, for successful outpost guidance.
- ❖ The goal of a Fledgling outpost should be to build its membership over a period of two to four years and to demonstrate strength and stability to the sponsoring chapter.

Upon its annual review by the sponsoring chapter and lack of any response from the Clamproctors, a Fledgling Status Outpost may be proposed for advancement to the next level (Provisional), kept at the Fledgling level, or it may be dissolved by the sponsoring chapter.

OUTPOST – PROVISIONAL: (To apply for provisional status, the outpost must have served a minimum of 1 year at fledgling status. The outpost must serve a minimum 1 year at provisional status before applying or being considered for probationary status. Expect that 1-5 years may be spent at provisional status)

A group that has existed as a Fledgling outpost and has shown indications of becoming a viable chapter may be granted Provisional status by support of the sponsoring chapter and approval of the application by the Clamproctors. This provisional status group will continue to adhere to “all” fledgling guidelines. Additional obligations may be assigned by the sponsoring chapter. These tasks may include historical research, historical preservation, and erection of plaques. A provisional outpost should at this point operate financially independent of the sponsoring chapter. The sponsoring chapter will continue to monitor the group and provide guidance. The provisional outpost must continue to build a strong membership with rotation of leadership for depth. Provisional status may last from one to five years.

Upon its annual review by the sponsoring chapter and lack of any response from the Clamproctors, a Provisional status Outpost may be proposed for advancement to the next level (Probationary), kept at the Provisional level, or it may be dissolved by the sponsoring chapter.

OUTPOST – PROBATIONARY: (To apply for probationary status, the outpost must have served a minimum of 1 year at provisional status. The outpost must serve a minimum 1 year at probationary status before applying or being considered for chapter status. Expect that 1-2 years may be spent at probationary status)

A group that has progressed through both Fledgling and Provisional status and has shown the organizational skills and interest in history to become a full chapter in E Clampus Vitus may be granted Probationary status by submitting a petition through the sponsoring chapter with the approval of the Clamproctors. The probationary group will continue to adhere to “all” Fledgling and Provisional Outpost guidelines. Initiations will continue to be conducted under the strong supervision of the sponsoring chapter. The issuance of membership certificates in the group’s own name will only be done “after” receiving full chapter status from the Clamproctors.

“Not Before”

Additional obligations, tasks, and historical participation may be required by the sponsoring chapter and or the Clamproctors. The sponsoring chapter will continue to monitor this group during this period and should be prepared to give a full report to the Clamproctors when requested. The probationary group will continue to build a strong, “active” membership with good depth of leadership.

After one to two years the probationary group may, through the sponsoring chapter, petition the Clamproctors for full chapter status. Tradition has been to deny this petition on the first appearance, while at the same time encouraging the group to return the following year for another try. There is a reason for this and most existing chapters have had to go through this process. It is extremely important that a potential chapter demonstrate to the Clamproctors the ability to survive on its own.

If the Probationary group is not approved for full chapter status it may be left on Probation for a specified period, returned to Provisional status, or dissolved by the sponsoring chapter, after an in depth review by the Clamproctors.